

## POHATCONG TWP BD OF ED-04104200 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
Off-Site Assessment Tool	Off-Site Assessment Tool	Maintenance of Non-Profit School Food Service Account		703	07/03/2018	CAP Accepted	
<b>Corrective Action History</b>			CAP Accepted Lisa Garland 07/12/2018 02:57 PM	CAP Accepted			
			CAP Submitted TIMOTHY MANTZ 07/05/2018 08:43 AM	Going forward, the district will ensure that all necessary data is provided to determine the School Food Service Non-Profit status as required. The Business Administrator will work with the appropriate cafeteria personnel for compliance beginning immediately.			
			Flagged Lisa Garland 07/03/2018 11:48 AM	FINDING: Maintenance of Non-Profit School Food Service Account; The SFA did NOT provide all data necessary to determine the School Food Service Non-Profit status, as required by USDA. A Corrective Action Plan is required.			
On-Site Assessment Tool	On-Site Assessment Tool	Certification and Benefit Issuance		126	07/09/2018	CAP Accepted	
<b>Corrective Action History</b>			CAP Accepted Kristin Lawton 06/20/2018 11:21 AM	CAP Accepted			
			CAP Submitted TIMOTHY MANTZ 06/12/2018 09:41 AM	Moving forward, the district will ensure that both pages of the application is kept on file for each application.			
			Flagged Kristin Lawton 06/07/2018 11:42 AM	Incomplete applications were found during the State Agency review of the selected applications. While all applications were determined correctly, the back page of the application was missing. The second page is important such that it contains space to list the official determination, as well as a space for the Determining Official to sign the application. Additionally, the second page of the application contains a non-discrimination statement, which is a requirement for families to receive. Technical Assistance was provided during the on-site review pertaining to this error. The SFA must indicate the date of correction for these errors. For instance, you may state that this error will be corrected for the 18-19 School Year.			
Off-Site Assessment Tool	Off-Site Assessment Tool	Revenue from Nonprogram Foods		710	07/03/2018	CAP Accepted	
<b>Corrective Action History</b>			CAP Accepted Lisa Garland 07/11/2018 10:10 AM	CAP Accepted			
			CAP Submitted TIMOTHY MANTZ 07/05/2018 08:46 AM	Going forward, the district will ensure that all necessary data is provided to enable the completion of the Revenue from Non-Program Foods review. The Business Administrator will work with the district auditors and our cafeteria vendor to provide the COGS breakdown for reimbursable and non-reimbursable meals as required.			
			Flagged Lisa Garland 07/03/2018 12:03 PM	FINDING: Revenue from Non-Program Foods; The SFA did NOT provide all data necessary to complete the review for Revenue from Non-Program Foods. In addition, the submission of the B-5 Statement of Revenues, Expenses and Changes in Net Position did NOT report the COGS breakdown for reimbursable and non-reimbursable meals as required by USDA. A corrective Action Plan is required.			